Formatting

a Worksheet

Objectives

- MOUS ▶ **Format values**
- MOUS ▶ **Use fonts and font sizes**
- MOUS ▶ **Change attributes and alignment**
- MOUS ▶ **Adjust column widths**
- MOUS ▶ **Insert and delete rows and columns**
- MOUS ▶ **Apply colors, patterns, and borders**
- MOUS ▶ **Use conditional formatting**
- MOUS ▶ **Check spelling**

You can use Excel formatting features to make a worksheet more attractive, to make it easier to read, or to emphasize key data. You do this by using different colors and fonts for the cell contents, adjusting column and row widths, and inserting and deleting columns and rows. ▟ The marketing managers at MediaLoft have asked Jim Fernandez to create a workbook that lists advertising expenses for all MediaLoft stores. Jim has prepared a worksheet for the New York City store containing this information, which he can adapt later for use in other stores. He asks you to use formatting to make the worksheet easier to read and to call attention to important data.

Formatting Values

If you enter a value in a cell and you don't like the way the data appears, you can adjust the cell's format. **Formatting** determines how labels and values appear in cells, such as boldface, italic, with or without dollar signs or commas, and the like. Formatting changes only the way a value or label appears; it does not alter cell data in any way. To format a cell, first select it, then apply the formatting. You can format cells and ranges before or after you enter data. ✎ The Marketing department has requested that Jim begin by listing the New York City store's advertising expenses. Jim developed a worksheet that lists advertising invoices. He entered all the information and now wants you to format some of the labels and values. Because some of the changes might also affect column widths, you make all formatting changes before widening the columns.

Steps 1 2 3 4

1. Start Excel, open the Project File **EX C-1** from the drive and folder where your Project Files are stored, then save it as **Ad Expenses**

The store advertising worksheet appears in Figure C-1. You can display numeric data in a variety of ways, such as with decimals or leading dollar signs. Excel provides a special format for currency, which adds two decimal places and a dollar sign.

2. Select the range **E4:E32**, then click the **Currency Style button** 🔳 on the Formatting toolbar

Excel adds dollar signs and two decimal places to the Cost data. Excel automatically resizes the column to display the new formatting. Another way to format dollar values is to use the comma format, which does not include the $ sign.

3. Select the range **G4:I32**, then click the **Comma Style button** 🔳 on the Formatting toolbar

The values in columns G, H, and I display the comma format. You can also format percentages by using the Formatting toolbar.

4. Select the range **J4:J32**, click the **Percent Style button** 🔳 on the Formatting toolbar, then click the **Increase Decimal button** 🔳 on the Formatting toolbar to show one decimal place

The % of Total column is now formatted with a percent sign (%) and one decimal place. You decide that you prefer the percentages rounded to the nearest whole number.

5. Click the **Decrease Decimal button** 🔳

You can also apply a variety of formats to dates in a worksheet.

6. Select the range **B4:B31**, click **Format** on the menu bar, click **Cells**, then if necessary click the **Number tab**

The Format Cells dialog box opens with the Number tab in front and the Date category already selected. See Figure C-2.

7. Select the format **14-Mar-01** in the Type list box, then click **OK**

The dates in column B appear in the format you selected. You decide you don't need the year to appear in the Inv. Due column.

8. Select the range **C4:C31**, click **Format** on the menu bar, click **Cells**, click **14-Mar** in the Type list box, then click **OK**

Compare your worksheet to Figure C-3.

9. Click the **Save button** 🔳 on the Standard toolbar

FIGURE C-1: Advertising expense worksheet

	A	B	C	D	E	F	G	H	I	J	K	L
1	MediaLoft NYC Advertising Expenses										Sales Tax	0.084
2												
3	Type	Inv. Date	Inv. Due	Placed wit	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total	% of Total		
4	Newspape	1/1/2003	1/31/2003	Village Re:	65.11	5	325.55	27.37876	352.9288	0.018241		
5	Radio spot	1/7/2003	2/6/2003	WHAT	11	15	165	13.8765	178.8765	0.009245		
6	Subway	1/20/2003	2/19/2003	Advertising	35	30	1050	88.305	1138.305	0.058833		
7	Yellow Pag	1/1/2003	1/31/2003	NYNEX	152.94	4	611.76	51.44902	663.209	0.034278		
8	Blow-in ca	1/13/2003	2/12/2003	Advertising	0.172	230	39.56	3.326996	42.887	0.002217		
9	Magazine	1/7/2003	2/6/2003	Young Ups	100.92	12	1211.04	101.8485	1312.888	0.067856		
10	Pens	1/5/2003	2/4/2003	Mass Appi	0.123	250	30.75	2.586075	33.33608	0.001723		
11	Radio spot	1/15/2003	2/14/2003	WHAT	11	15	165	13.8765	178.8765	0.009245		
12	Billboard	1/12/2003	2/11/2003	Advertising	101.87	20	2037.4	171.3453	2208.745	0.114158		

FIGURE C-2: Format Cells dialog box

Number categories
Date format types
Sample of selected date type
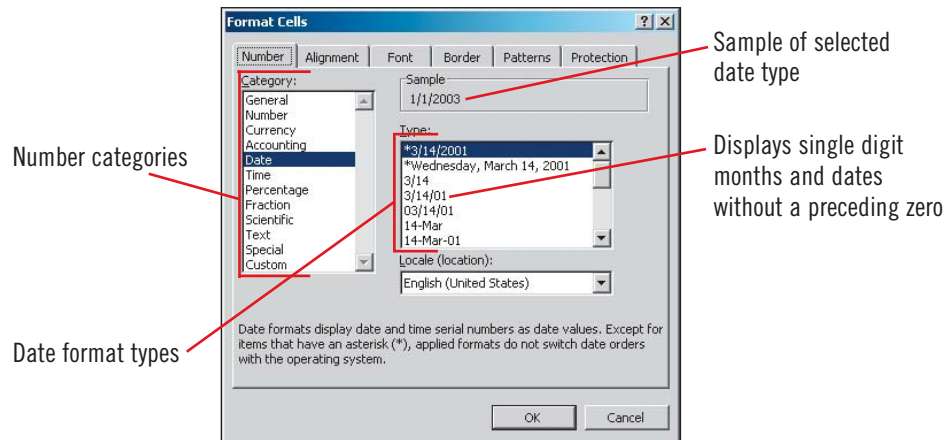Displays single digit months and dates without a preceding zero

FIGURE C-3: Worksheet with formatted values

	A	B	C	D	E	F	G	H	I	J	K
1	MediaLoft NYC Advertising Expenses										Sales Tax
2											
3	Type	Inv. Date	Inv. Due	Placed wit	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total	% of Total	
4	Newspape	1-Jan-03	31-Jan	Village Re:	$ 65.11	5	325.55	27.38	352.93	2%	
5	Radio spot	7-Jan-03	6-Feb	WHAT	$ 11.00	15	165.00	13.88	178.88	1%	
6	Subway	20-Jan-03	19-Feb	Advertising	$ 35.00	30	1,050.00	88.31	1,138.31	6%	
7	Yellow Pag	1-Jan-03	31-Jan	NYNEX	$ 152.94	4	611.76	51.45	663.21	3%	
8	Blow-in ca	13-Jan-03	12-Feb	Advertising	$ 0.17	230	39.56	3.33	42.89	0%	
9	Magazine	7-Jan-03	6-Feb	Young Ups	$ 100.92	12	1,211.04	101.85	1,312.89	7%	
10	Pens	5-Jan-03	4-Feb	Mass Appi	$ 0.12	250	30.75	2.59	33.34	0%	
11	Radio spot	15-Jan-03	14-Feb	WHAT	$ 11.00	15	165.00	13.88	178.88	1%	
12	Billboard	12-Jan-03	11-Feb	Advertising	$ 101.87	20	2,037.40	171.35	2,208.75	11%	

Date formats appear without year

CLUES TO USE

Using the Format Painter

You can "paint" a cell's format into other cells by using the Format Painter button on the Standard toolbar. This is similar to using copy and paste to copy information, but instead of copying cell contents, you copy only the cell format. Select the cell containing the desired format, then click . The pointer changes to . Use this pointer to select the cell or range you want to contain the new format. You can paint a cell's format onto multiple cells by double-clicking , then clicking each cell that you want to paint with .When you are finished painting formats, you can turn off the Format Painter by pressing [Esc] or by clicking again.

Using Fonts and Font Sizes

A **font** is the name for a collection of characters (letters, numerals, symbols, and punctuation marks) with a similar, specific design. The **font size** is the physical size of the text, measured in units called points. A **point** is equal to 1/72 of an inch. The default font in Excel is 10-point Arial. You can change the font, the size, or both of any worksheet entry or section by using the Format command on the menu bar or by using the Formatting toolbar. Table C-1 shows several fonts in different sizes. ✎ Now that the data is formatted, Jim wants you to change the font and size of the labels and the worksheet title so that they stand out more from the data.

Steps 1 2 3 4

1. Press **[Ctrl][Home]** to select cell A1

2. Click **Format** on the menu bar, click **Cells**, then click the **Font tab** in the Format Cells dialog box
See Figure C-4.

3. Scroll down the **Font list** to see an alphabetical listing of the fonts available on your computer, click **Times New Roman** in the Font list box, click **24** in the Size list box, then click **OK**
The title font appears in 24-point Times New Roman, and the Formatting toolbar displays the new font and size information. You can also change a font and increase the font size by using the Formatting toolbar. The column headings should stand out more from the data.

4. Select the range **A3:J3**, then click the **Font list arrow** `Arial ▾` on the Formatting toolbar
Notice that the fonts on this font list actually look like the font they represent.

5. Click **Times New Roman** in the Font list, click the **Font Size** list arrow `10 ▾`, then click **14** in the Font Size list
Compare your worksheet to Figure C-5. Notice that some of the column headings are now too wide to appear fully in the column. Excel does not automatically adjust column widths to accommodate cell formatting; you have to adjust column widths manually. You'll learn to do this in a later lesson.

6. Click the **Save button** 💾 on the Standard toolbar

TABLE C-1: Types of fonts

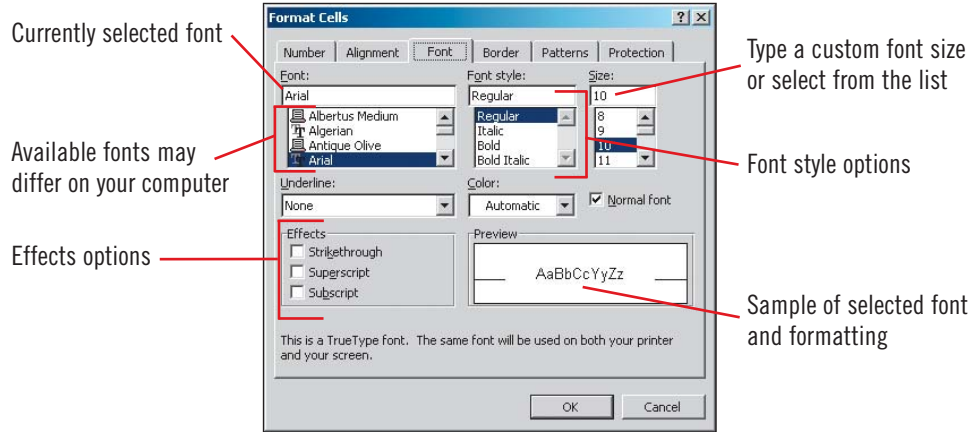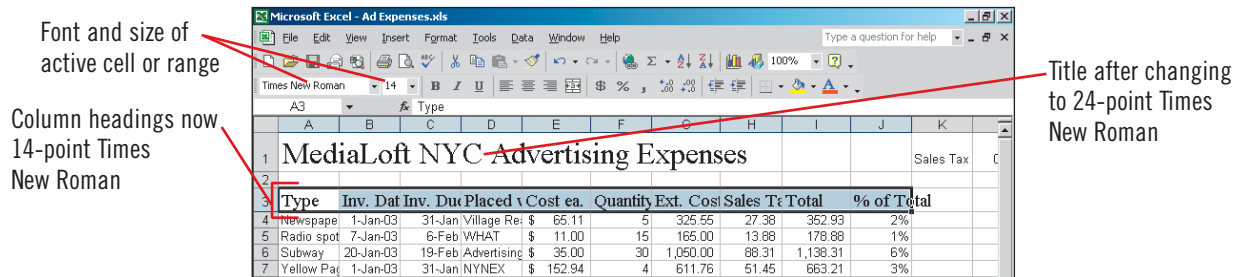| font	12 point	24 point	font	12 point	24 point
Arial	Excel	Excel	Playbill	Excel	Excel
Comic Sans MS	Excel	Excel	Times New Roman	Excel	Excel

FIGURE C-4: Font tab in the Format Cells dialog box

Currently selected font

Available fonts may
differ on your computer

Effects options

Type a custom font size
or select from the list

Font style options

Sample of selected font
and formatting

FIGURE C-5: Worksheet with formatted title and labels

Font and size of
active cell or range

Column headings now
14-point Times
New Roman

Title after changing
to 24-point Times
New Roman

Excel 2002

CLUES TO USE

Inserting Clip Art

You can add clips to your worksheets to make them look more professional. A **clip** is an individual media file, such as art, sound, animation, or a movie. **Clip art** refers to images such as a corporate logo, a picture, or a photo; Excel comes with many clips that you can use. To add clip art to your worksheet, click Insert on the menu bar, point to Picture, then click Clip Art. The Insert Clip Art task pane appears. Here you can search for clips by typing one or more **keywords** (words related to your subject) in the Search text box, then clicking Search. Clips that relate to your keywords appear in the Clip Art task pane, as shown in Figure C-6. Click the image you want. (If you have a standard Office installation and have a dial-up Internet connection, you will have fewer images available.) You can also add your own images to a worksheet by clicking Insert on the menu bar, pointing to Picture, then clicking From File. Navigate to the file you want, then click Insert. To resize an image, drag its lower right corner. To move an image, drag it to a new location.

FIGURE C-6: Results of search on keyword "magic"
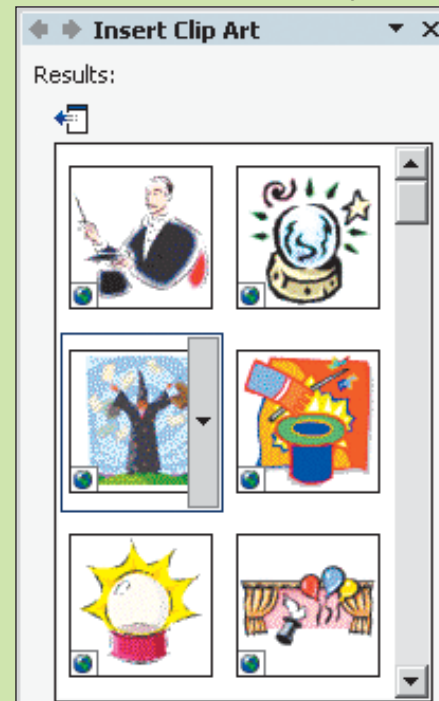
Changing Attributes and Alignment

Attributes are styling formats such as bold, italics, and underlining that you can apply to affect the way text and numbers look in a worksheet. You can also change the **alignment** of labels and values in cells to be left, right, or center. You can apply attributes and alignment options from the Formatting toolbar or from the Alignment tab of the Format Cells dialog box. See Table C-2 for a list and description of the available attribute and alignment toolbar buttons. ✎ Now that you have applied new fonts and font sizes to his worksheet labels, Jim wants you to further enhance the worksheet's appearance by adding bold and underline formatting and centering some of the labels.

Steps 1234

1. Press **[Ctrl][Home]** to move to cell A1, then click the **Bold button** 𝐁 on the Formatting toolbar
   The title appears in bold.

2. Select the range **A3:J3**, then click the **Underline button** 𝐔 on the Formatting toolbar
   Excel underlines the text in the column headings in the selected range.

3. Click cell **A3**, click the **Italics button** 𝐼 on the Formatting toolbar, then click 𝐁
   The word "Type" appears in boldface italic type. Notice that the Bold, Italics, and Underline buttons are selected.

4. Click 𝐼
   Excel removes italics from cell A3 but the bold and underline formatting attributes remain.

5. Select the range **B3:J3**, then click 𝐁
   Bold formatting is added to the rest of the labels in the column headings. The title would look better if it were centered over the data columns.

6. Select the range **A1:J1**, then click the **Merge and Center button** ▦ on the Formatting toolbar
   The Merge and Center button creates one cell out of the 10 cells across the row, then centers the text in that newly created large cell. The title "MediaLoft NYC Advertising Expenses" is centered across the 10 columns you selected. You can change the alignment within individual cells using toolbar buttons; you can split merged cells into their original components by selecting the merged cells, then clicking ▦.

7. Select the range **A3:J3**, then click the **Center button** ▤ on the Formatting toolbar
   Compare your screen to Figure C-7. Although they may be difficult to read, notice that all the headings are centered within their cells.

8. Click the **Save button** 🖫 on the Standard toolbar

CLUES TO USE

Rotating and indenting cell entries

In addition to applying fonts and formatting attributes, you can rotate or indent cell data within a cell to further change its appearance. You can rotate text within a cell by altering its alignment. To change alignment, select the cells you want to modify, click Format on the menu bar, click Cells, then click the Alignment tab. Click a position in the Orientation box, or type a number in the degrees text box to change from the default horizontal alignment, then click OK. You can indent cell contents using the Increase Indent button ⧉ on the Formatting toolbar, which moves cell contents to the right one space, or the Decrease Indent button ⧉, which moves cell contents to the left one space.

FIGURE C-7: Worksheet with formatting attributes applied

Center button

Title centered across columns

Formatting buttons outlined

Column headings centered, bolded, and underlined
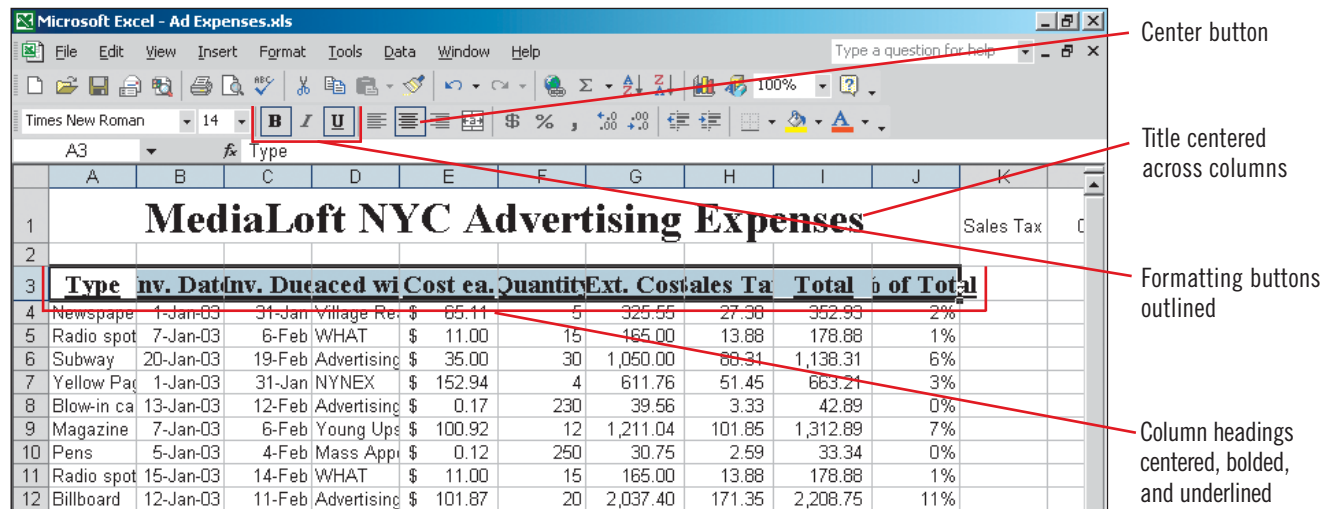
TABLE C-2: Attribute and Alignment buttons on the Formatting toolbar

button	description	button	description
B	Bolds text	☰	Aligns text on the left side of the cell
I	Italicizes text	☰	Centers text horizontally within the cell
U	Underlines text	☰	Aligns text on the right side of the cell
⊞	Adds lines or borders	⊞	Centers text across columns, and combines two or more selected adjacent cells into one cell

CLUES TO USE

Using AutoFormat

Excel has 17 predefined worksheet formats to make formatting easier and to give you the option of consistently styling your worksheets. AutoFormats are designed for worksheets with labels in the left column and top rows, and totals in the bottom row or right column. To use AutoFormat, select the data to be formatted—or place your mouse pointer anywhere within the range to be selected (Excel can automatically detect a range of cells)— click Format on the menu bar, click AutoFormat, select a format from the sample boxes, as shown in Figure C-8, then click OK.

FIGURE C-8: AutoFormat dialog box
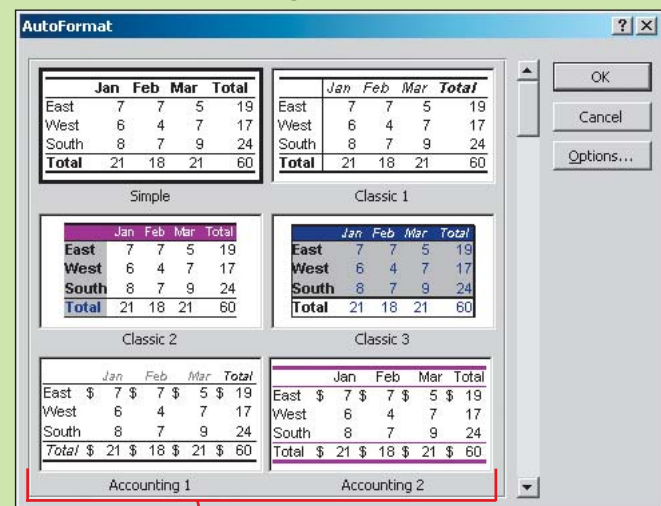
Samples of available formats

Adjusting Column Widths

As you continue formatting a worksheet, you might need to adjust column widths to accommodate a larger font size or style. The default column width is 8.43 characters wide, a little less than one inch. With Excel, you can adjust the column width for one or more columns by using the mouse or the Column command on the Format menu. Table C-3 describes the commands available on the Format Column menu. 🖋 Jim notices that some of the labels in column A have been truncated and don't fit in the cells. He asks you to adjust the widths of the columns so that the labels appear in their entirety.

Steps 1 2 3 4

1. **Position the pointer on the line between the column A and column B headings**
   The **column heading** is the gray box at the top of each column containing a letter. The pointer changes to ↔, as shown in Figure C-9. You position the pointer on the right edge of the column that you are adjusting. The Yellow Pages entries are the widest in the column.

2. **Click and drag the ↔ pointer to the right until the column displays the Yellow Pages entries fully**
   The **AutoFit** feature lets you use the mouse to resize a column so it automatically accommodates the widest entry in a cell.

3. **Position the pointer on the column line between columns B and C headings until it changes to ↔, then double-click**
   Column B automatically widens to fit the widest entry, in this case, the column label.

4. **Use AutoFit to resize columns C, D, and J**
   You can also use the Column Width command on the Format menu to adjust several columns to the same width.

5. **Select the range F5:I5**
   Columns can be adjusted by selecting any cell in the column.

6. **Click Format on the menu bar, point to Column, then click Width**
   The Column Width dialog box appears. Move the dialog box, if necessary, by dragging it by its title bar so you can see the selected columns. The column width measurement is based on the number of characters in the Normal font (in this case, Arial).

7. **Type 11 in the Column Width text box, then click OK**
   The column widths change to reflect the new setting. See Figure C-10.

8. **Click the Save button 💾 on the Standard toolbar**

TABLE C-3: Format Column commands

command	description	command	description
Width	Sets the width to a specific number of characters	Unhide	Unhide(s) column(s)
AutoFit Selection	Fits to the widest entry	Standard Width	Resets width to default widths
Hide	Hide(s) column(s)		

FIGURE C-9: Preparing to change the column width

Resize pointer between columns A and B

Row 2 heading

Column D heading

FIGURE C-10: Worksheet with column widths adjusted

Columns widened to display text

Columns widened to same width

Specifying row height

The Row Height command on the Format menu allows you to customize row height to improve readability. Row height is calculated in points, the same units of measure used for fonts. The row height must exceed the size of the font you are using. Normally, you don't need to adjust row heights manually. If you format something in a row to be a larger point size, Excel will adjust the row to fit the largest point size in the row. You can also adjust row height by placing the ✛ pointer under the row heading and dragging to the desired height.

Inserting and Deleting Rows and Columns

As you modify a worksheet, you might find it necessary to insert or delete rows and columns to keep your worksheet current. For example, you might need to insert rows to accommodate new inventory products or remove a column of yearly totals that are no longer necessary. ✎ Jim has already improved the appearance of his worksheet by formatting the labels and values in the worksheet. Now he decides to improve the overall appearance of the worksheet by inserting a row between the last row of data and the totals. Jim has located a row of inaccurate data and an unnecessary column that he wants you to delete.

Steps 1 2 3 4

1. **Right-click cell A32, then click Insert**
   The Insert dialog box opens. See Figure C-11. You can choose to insert a column or a row, or you can shift the data in the cells in the active column right or in the active row down. An additional row between the last row of data and the totals will visually separate the totals.

2. **Click the Entire row option button, then click OK**
   A blank row appears between the totals and the Billboard data. Excel inserts rows above the cell pointer and inserts columns to the left of the cell pointer. When you insert a new row, the contents of the worksheet shift down from the newly inserted row. The formula result in cell E33 has not changed. When you insert a new column, the contents of the worksheet shift to the right from the point of the new column. To insert a single row, you can also right-click the row heading immediately below where you want the new row, then click Insert. To insert multiple rows, drag across row headings to select the same number of rows as you want to insert. The Insert Options button 🖌 appears beside cell A33. When you place ▷ over 🖌, you can click the list arrow and select from the following options: Format Same As Above, Format same As Below, or Clear Formatting.

3. **Click the row 27 heading**
   Hats from Mass Appeal Inc. will no longer be part of the advertising campaign. All of row 27 is selected, as shown in Figure C-12.

4. **Click Edit in the menu bar, then click Delete**
   Excel deletes row 27, and all rows below this shift up one row.

5. **Click the column J heading**
   The percentage information is calculated elsewhere and is no longer necessary in this worksheet.

6. **Click Edit in the menu bar, then click Delete**
   Excel deletes column J. The remaining columns to the right shift left one column.

7. **Click the Save button 🖫 on the Standard toolbar**

FIGURE C-11: Insert dialog box

Click here to insert a row

FIGURE C-12: Worksheet with row 27 selected

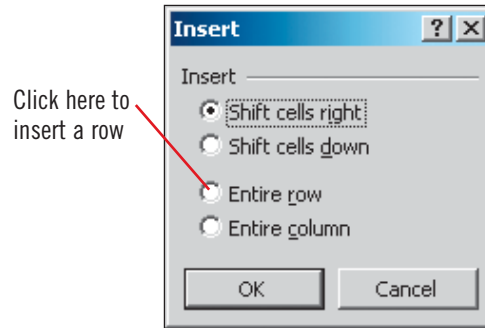| 24 | 15-Feb-03 | 17-Mar | WHAT | $ | 11.00 | 25 | 275.00 | 23.13 | 298.13 | 2 |
25	15-Mar-03	14-Apr	Mass Appeal, Inc.	$	0.12	250	30.75	2.59	33.34	0
26	1-Mar-03	31-Mar	NYNEX	$	152.94	4	611.76	51.45	663.21	3
27	20-Mar-03	19-Apr	Mass Appeal, Inc.	$	7.20	250	1,800.00	151.38	1,951.38	10
28	20-Mar-03	19-Apr	Advertising Concepts	$	35.00	30	1,050.00	88.31	1,138.31	6
29	1-Apr-03	1-May	University Voice	$	23.91	2	47.82	4.02	51.84	0
30	10-Apr-03	10-May	Advertising Concepts	$	35.00	30	1,050.00	88.31	1,138.31	6
31	28-Mar-03	27-Apr	Advertising Concepts	$	101.87	20	2,037.40	171.35	2,208.75	11
32										
33					$1,329.09	2034	17,847.15	1,500.95	19,348.10	100
34										
35										
36										
37										

Row 27 heading

Inserted row

◄ ► ►I \ NYC Ads / Sheet2 / Sheet3 /

Ready Sum=27-Nov-17 NUM

Insert Options button may appear in a different location, or may not be visible

CLUES TO USE

Adding and editing comments

Much of your Excel work may be in collaboration with teammates with whom you share worksheets. You can share ideas with other worksheet users by adding comments within selected cells. To include a comment in a worksheet, click the cell where you want to place the comment, click Insert on the menu bar, then click Comment. A resizable text box containing the computer's user name opens where you can type your comments. A small, red triangle appears in the upper-right corner of a cell containing a comment. If the comments are not already displayed, workbook users can point to the triangle to display the comment. To see all worksheet comments, as shown in Figure C-13, click View on the menu bar, then click Comments. To edit a comment click the cell containing the comment, click Insert on the menu bar, then click Edit Comment. To delete a comment, right-click the cell containing the comment, then click Delete Comment.

FIGURE C-13: Comments in worksheet

20	Subway	22-Feb-03	24-Mar	Advertising Concepts	$	35.00
21	Radio spot	1-Feb-03	3-Mar	WHAT	$	11.00
22	Newspaper	25-Feb-03	27-Mar	Village Reader	$	65.11
23	Blow-in cards	10-Mar-03	9-Apr	Jim Fernandez:	$	0.17
24	Radio spot	15-Feb-03	17-Mar	Should we continue with these ads, or expand to other publications?	$	11.00
25	Pens	15-Mar-03	14-Apr		$	0.12
26	Yellow Pages	1-Mar-03	31-Mar		$	152.94
27	Subway	20-Mar-03	19-Apr	Advertising Concepts	$	35.00
28	Newspaper	1-Apr-03	1-May	Jim Fernandez:	$	23.91
29	Subway	10-Apr-03	10-May	We need to evaluate whether we should continue these ads.	$	35.00
30	Billboard	28-Mar-03	27-Apr		$	101.87
31						
32					$1,321.89
33						
34						

◄ ► ►I \ NYC Ads / Sheet2 / Sheet3 /

Ready

Applying Colors, Patterns, and Borders

You can use colors, patterns, and borders to enhance the overall appearance of a worksheet and to make it easier to read. You can add these enhancements by using the Patterns or Borders tabs in the Format Cells dialog box or by using the Borders and Color buttons on the Formatting toolbar. You can apply color or patterns to the background of a cell, to a range, or to cell contents. You can also apply borders to all the cells in a worksheet or only to selected cells to call attention to individual or groups of cells. See Table C-4 for a list of border buttons and their functions. ✎ Jim asks you to add a pattern, a border, and color to the title of the worksheet to give it a more professional appearance.

Steps 1 2 3 4

1. Press **[Ctrl][Home]** to select cell **A1**, then click the **Fill Color list arrow** 🪣▾ on the Formatting toolbar
   The color palette appears.

2. Click the **Turquoise** color (fourth row, fifth column)
   Cell A1 has a turquoise background, as shown in Figure C-14. Cell A1 spans columns A through I because of the Merge and Center command used for the title.

3. Click **Format** on the menu bar, then click **Cells**
   The Format Cells dialog box opens.

4. Click the **Patterns tab** if it is not already displayed
   See Figure C-15. A high contrast between foreground and background increases the readability of cell contents.

5. Click the **Pattern list arrow**, click the **Thin Diagonal Crosshatch pattern** (third row, last column), then click **OK**
   A border also enhances a cell's appearance. Unlike underlining, which is a text formatting tool, borders extend the width of the cell.

6. Click the **Borders list arrow** ▦▾ on the Formatting toolbar, then click the **Thick Bottom Border** (second row, second column) on the Borders palette
   It can be difficult to view a border in a selected cell.

7. Click cell **A3**
   The border is a nice enhancement. Font color can also help distinguish information in a worksheet.

8. Select the range **A3:I3**, click the **Font Color list arrow** 🅰▾ on the Formatting toolbar, then click **Blue** (second row, third column from the right) on the palette
   The text changes color, as shown in Figure C-16.

9. Click the **Print Preview button** 🔍 on the Standard toolbar, preview the first page, click **Next** to preview the second page, click **Close** on the Print Preview toolbar, then click the **Save button** 💾 on the Standard toolbar

FIGURE C-14: Background color added to cell

Cell A1 with turquoise background

FIGURE C-15: Patterns tab in the Format Cells dialog box

Sample of selected color

Pattern list arrow

FIGURE C-16: Worksheet with colors, patterns, and border

TABLE C-4: Border buttons

button	function	button	function	button	function
	No Border		Bottom Double Border		Top and Thick Bottom Border
	Bottom Border		Thick Bottom Border		All Borders
	Left Border		Top and Bottom Border		Outside Borders
	Right Border		Top and Double Bottom Border		Thick Box Border

Using Conditional Formatting

Formatting makes worksheets look professional and helps distinguish different types of data. You can have Excel automatically apply formatting depending on specific outcomes in cells. You might, for example, want advertising costs above a certain number to appear in red boldface and lower values to appear in blue. Automatically applying formatting attributes based on cell values is called **conditional formatting**. If the data meets your criteria, Excel applies the formats you specify. ✎ Jim wants the worksheet to include conditional formatting so that total advertising costs greater than $175 appear in boldface red type. He asks you to create the conditional format in the first cell in the Total cost column.

Steps 1234

1. Click cell **G4**

   Use the scroll bars if necessary, to make column G visible.

2. Click **Format** on the menu bar, then click **Conditional Formatting**

   The Conditional Formatting dialog box opens. Depending on the logical operator you've selected (such as "greater than" or "not equal to"), the Conditional Formatting dialog box displays different input boxes. You can define up to three different conditions that let you determine the outcome, and then assign formatting attributes to each one. You define the condition first. The default setting for the first condition is "Cell Value Is" "between."

3. To change the current condition, click the **Operator list arrow**, then click **greater than or equal to**

   Because you changed the operator from "between," which required text boxes for two values, only one value text box now appears. The first condition is that the cell value must be greater than or equal to some value. See Table C-5 for a list of options. The value can be a constant, formula, cell reference, or date. That value is set in the third box.

4. Click the **Value text box**, then type **175**

   Now that you have assigned the value, you need to specify what formatting you want for cells that meet this condition.

5. Click **Format**, click the **Color list arrow**, click **Red** (third row, first column), click **Bold** in the Font style list box, click **OK**, compare your settings to Figure C-17, then click **OK** to close the Conditional Formatting dialog box

   The value in cell G4, 325.55, is formatted in bold red numbers because it is greater than 175, meeting the condition to apply the format. You can copy conditional formats the same way you would copy other formats.

6. With cell G4 selected, click the **Format Painter button** ✎ on the Standard toolbar, then drag 🔁 to select the range **G5:G30**

7. Click cell **G4**

   Compare your results to Figure C-18. All cells with values greater than or equal to 175 in column G appear in bold red text.

8. Press **[Ctrl][Home]** to move to cell A1

9. Click the **Save button** 🖫 on the Standard toolbar

FIGURE C-17: Completed Conditional Formatting dialog box

Operator list arrow

Click to add additional condition(s)

Enter value in the value text box

Click to delete existing condition(s)

Click to define format of cells that meet the condition
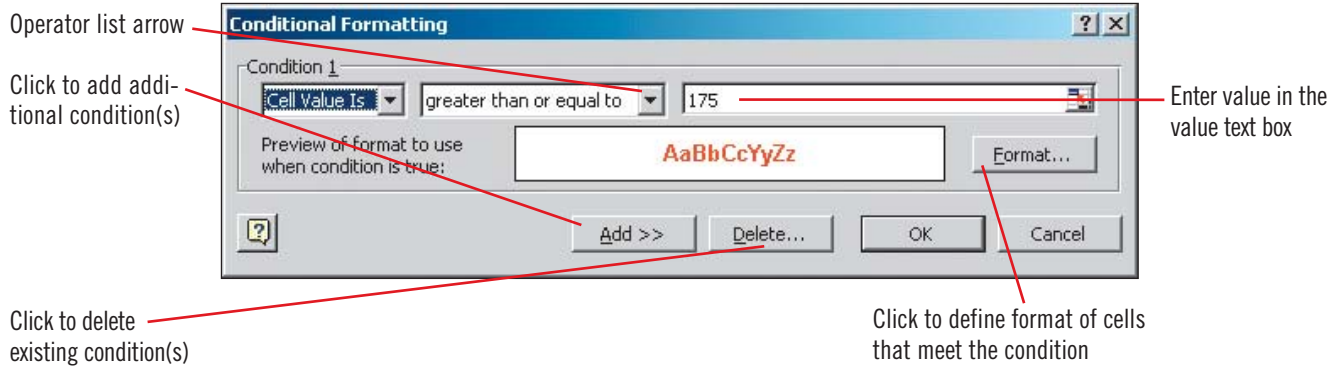
FIGURE C-18: Worksheet with conditional formatting

Format Painter button

Results of conditional formatting
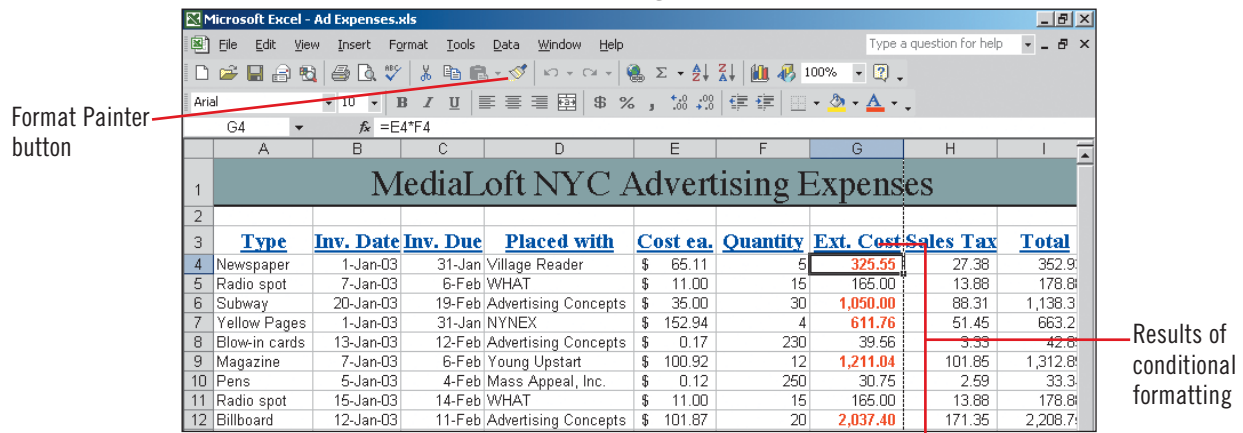
TABLE C-5: Conditional formatting options

option	mathematical equivalent	option	mathematical equivalent
Between	$X > Y < Z$	Greater than	$Z > Y$
Not between	$B \not> C \not< A$	Less than	$Y < Z$
Equal to	$A = B$	Greater than or equal to	$A \geqq B$
Not equal to	$A \neq B$	Less than or equal to	$Z \leqq Y$

CLUES TO USE

Deleting conditional formatting

Because it's likely that the conditions you define will change, you can delete any conditional format you define. Select the cell(s) containing conditional formatting, click Format on the menu bar, click Conditional Formatting, then click Delete. The Delete Conditional Format dialog box opens, as shown in Figure C-19. Select the check boxes for any of the conditions you want to delete, click OK, then click OK again. The previously assigned formatting is deleted—leaving the cell's contents intact.

FIGURE C-19: Delete Conditional Format dialog box
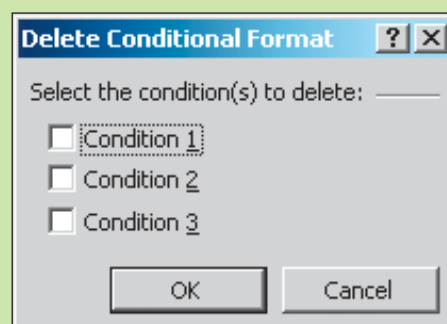
Checking Spelling

A single misspelled word can cast doubt on the validity and professional value of your entire workbook. Excel includes a spelling checker to help you ensure workbook accuracy. The spelling checker scans your worksheet, displays words it doesn't find in its built-in dictionary, and when possible suggests replacements. To check other sheets in a multiple-sheet workbook, you need to display each sheet and run the spelling checker again. Because the built-in dictionary cannot possibly include all the words that each of us needs, you can add words to the dictionary, such as your company name, an acronym, or an unusual technical term. The spelling checker will no longer consider that word misspelled. Any words you've added to the dictionary using Word, Access, or PowerPoint are also available in Excel. ✎ Because he will distribute this workbook to the marketing managers, Jim asks you to check its spelling.

Steps 1 2 3 4

Trouble?

If a language other than English is being used, the Spelling English dialog box will list the name of that language.

1. **Click the Spelling button** 🗹 **on the Standard toolbar**

   The Spelling English (U.S.) dialog box opens, as shown in Figure C-21, with MediaLoft selected as the first misspelled word in the worksheet. For any word you have the option to Ignore or Ignore All cases the spell checker flags, or Add the word to the dictionary.

2. **Click Ignore All for MediaLoft**

   The spell checker found the word "cards" misspelled and offers "crabs" as an alternative.

3. **Scroll through the Suggestions list, click cards, then click Change**

   The word "Concepts" is also misspelled and the spell checker suggests the correct spelling.

4. **Click Change**

   When no more incorrect words are found, Excel displays a message indicating that all the words on that worksheet have been checked.

5. **Click OK**

6. **Enter your name in cell A34, then press [Ctrl][Home]**

QuickTip

You can set the Excel AutoCorrect feature to correct spelling as you type. Click Tools on the menu bar, then click AutoCorrect Options.

7. **Click the Save button** 🖫 **on the Standard toolbar, then preview the worksheet**

8. **In the Preview window, click Setup, under Scaling click Fit to option button to print the worksheet on one page, click OK, click Print, then click OK**

   Compare your printout to Figure C-22.

9. **Click File on the menu bar, then click Exit to close the workbook without saving changes and exit Excel**

CLUES TO USE

Using e-mail to send a workbook

You can use e-mail to send an entire workbook from within Excel. To send a workbook as an e-mail message attachment, open the workbook, click File, point to Send to, then click Mail Recipient (as Attachment). You supply the To and (optional) Cc information, as shown in Figure C-20, then click Send. You can also route a workbook to one or more recipients on a routing list. Click File, point to Send to, then click Routing Recipient. Click Create New Contact and enter contact information, then fill in the Routing slip. Depending on your e-mail program and Web browser, you may have to follow a different procedure.

FIGURE C-20: E-mailing an Excel workbook
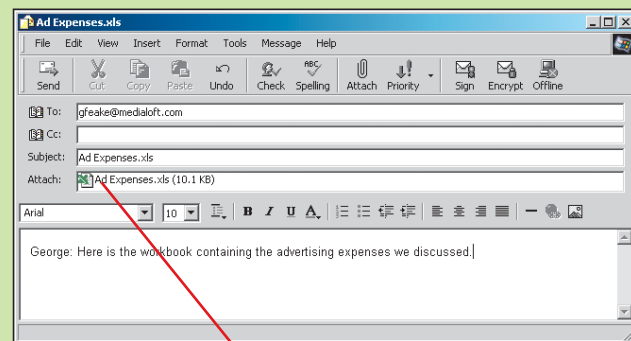
Workbook is automatically attached to message

FIGURE C-21: Spelling English dialog box

Misspelled word

Type replacement word here or click a suggestion

Click to ignore all occurrences of misspelled word

Click to add word to dictionary
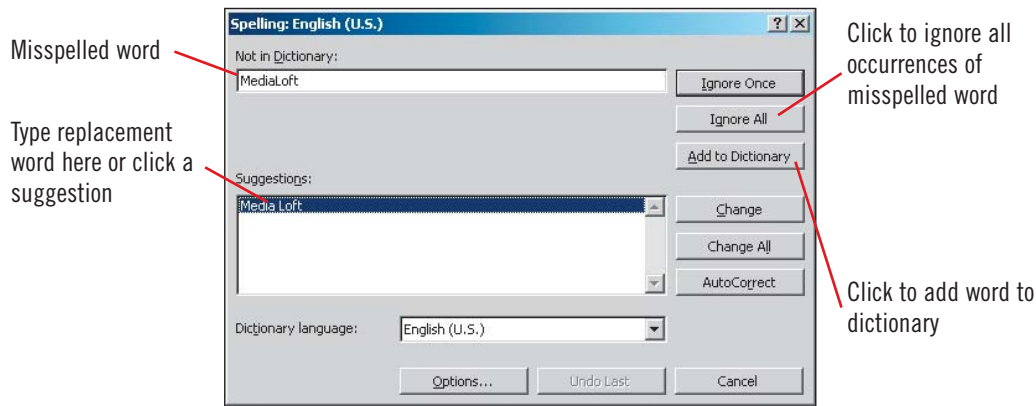
FIGURE C-22: Completed worksheet

MediaLoft NYC Advertising Expenses

Sales Tax   0.0841

Type	Inv. Date	Inv. Due	Placed with	Cost ea.	Quantity	Ext. Cost	Sales Tax	Total
Newspaper	1-Jan-03	31-Jan	Village Reader	$ 65.11	5	325.55	27.38	352.93
Radio spot	7-Jan-03	6-Feb	WHAT	$ 11.00	15	165.00	13.88	178.88
Subway	20-Jan-03	19-Feb	Advertising Concepts	$ 35.00	30	1,050.00	88.31	1,138.31
Yellow Pages	1-Jan-03	31-Jan	NYNEX	$ 152.94	4	611.76	51.45	663.21
Blow-in cards	13-Jan-03	12-Feb	Advertising Concepts	$ 0.17	230	39.56	3.33	42.89
Magazine	7-Jan-03	6-Feb	Young Upstart	$ 100.92	12	1,211.04	101.85	1,312.89
Pens	5-Jan-03	4-Feb	Mass Appeal, Inc.	$ 0.12	250	30.75	2.59	33.34
Radio spot	15-Jan-03	14-Feb	WHAT	$ 11.00	15	165.00	13.88	178.88
Billboard	12-Jan-03	11-Feb	Advertising Concepts	$ 101.87	20	2,037.40	171.35	2,208.75
Newspaper	25-Jan-03	24-Feb	Village Reader	$ 65.11	6	390.66	32.85	423.51
Newspaper	1-Feb-03	3-Mar	University Voice	$ 23.91	2	47.82	4.02	51.84
T-Shirts	3-Feb-03	5-Mar	Mass Appeal, Inc.	$ 5.67	200	1,134.00	95.37	1,229.37
Yellow Pages	1-Feb-03	3-Mar	NYNEX	$ 152.94	4	611.76	51.45	663.21
Newspaper	1-Mar-03	31-Mar	University Voice	$ 23.91	2	47.82	4.02	51.84
Blow-in cards	28-Feb-03	30-Mar	Advertising Concepts	$ 0.17	275	47.30	3.98	51.28
Magazine	27-Feb-03	29-Mar	Young Upstart	$ 100.92	12	1,211.04	101.85	1,312.89
Subway	22-Feb-03	24-Mar	Advertising Concepts	$ 35.00	30	1,050.00	88.31	1,138.31
Radio spot	1-Feb-03	3-Mar	WHAT	$ 11.00	30	330.00	27.75	357.75
Newspaper	25-Feb-03	27-Mar	Village Reader	$ 65.11	6	390.66	32.85	423.51
Blow-in cards	10-Mar-03	9-Apr	Advertising Concepts	$ 0.17	275	47.30	3.98	51.28
Radio spot	15-Feb-03	17-Mar	WHAT	$ 11.00	25	275.00	23.13	298.13
Pens	15-Mar-03	14-Apr	Mass Appeal, Inc.	$ 0.12	250	30.75	2.59	33.34
Yellow Pages	1-Mar-03	31-Mar	NYNEX	$ 152.94	4	611.76	51.45	663.21
Subway	20-Mar-03	19-Apr	Advertising Concepts	$ 35.00	30	1,050.00	88.31	1,138.31
Newspaper	1-Apr-03	1-May	University Voice	$ 23.91	2	47.82	4.02	51.84
Subway	10-Apr-03	10-May	Advertising Concepts	$ 35.00	30	1,050.00	88.31	1,138.31
Billboard	28-Mar-03	27-Apr	Advertising Concepts	$ 101.87	20	2,037.40	171.35	2,208.75
name				$ 1,321.89	1784	16,047.15	1,349.57	17,396.72

Practice

► Concepts Review

Label each element of the Excel worksheet window shown in Figure C-23.

FIGURE C-23
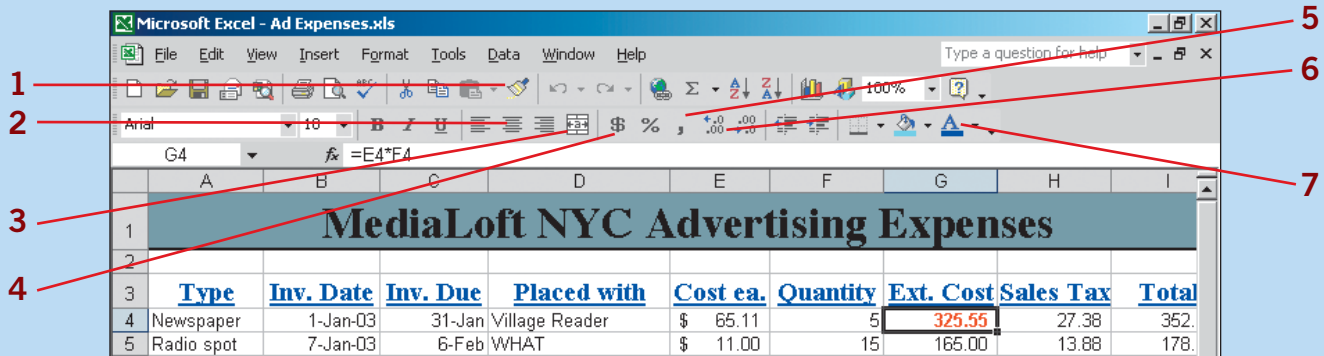
Match each command or button with the statement that describes it.

 8. **Cells command on the Format menu**
 9. **Delete command on the Edit menu**
10. **Conditional Formatting**
11. 📋
12. $
13. ✓

a. Changes appearance of cell depending on result
b. Erases the contents of a cell
c. Used to check the spelling in a worksheet
d. Used to change the appearance of selected cells
e. Pastes the contents of the Clipboard into the current cell
f. Changes the format to Currency

Select the best answer from the list of choices.

14. Which button increases the number of decimal places in selected cells?
   a. [button]   **c.** [button]
   b. [button]   **d.** [button]

15. Each of the following operators can be used in conditional formatting, *except*:
   a. Equal to.   **c.** Similar to.
   b. Greater than.   **d.** Not between.

16. How many conditional formats can be created in any cell?
   a. 1   **c.** 3
   b. 2   **d.** 4

17. Which button center-aligns the contents of a single cell?
   a. [button]   **c.** [button]
   b. [button]   **d.** [button]

18. Which of the following is an example of the comma format?
- **a.** $5,555.55
- **b.** 5555.55
- **c.** 55.55%
- **d.** 5,555.55

19. What is the name of the feature used to resize a column to its widest entry?
- **a.** AutoResize
- **b.** AutoFormat
- **c.** AutoFit
- **d.** AutoAdjust

20. Which feature applies formatting attributes according to cell contents?
- **a.** Conditional Formatting
- **b.** Comments
- **c.** AutoFormat
- **d.** Merge and Center

▶ Skills Review

1. Format values.
- **a.** Start Excel and open a new workbook.
- **b.** Enter the information from Table C-6 in your worksheet. Begin in cell A1, and do not leave any blank rows or columns.

TABLE C-6

MediaLoft Great Britain			
Quarterly Sales Projection			
Department	Average Price	Quantity	Totals
Sports	25	2250	
Computers	40	3175	
History	35	1295	
Personal Growth	25	2065	

- **c.** Save this workbook as **MediaLoft GB Inventory** in the drive and folder where your Project Files are stored.
- **d.** Add the bold attribute to the data in the Department column.
- **e.** Use the Format Painter to paste the format from the data in the Department column to the Department and Totals labels.
- **f.** Add the italics attribute to the Average Price and Quantity labels.
- **g.** Apply the Comma format to the Price and Quantity data and reduce the number of decimals in the Quantity column to 0.
- **h.** Insert formulas in the Totals column (multiply the average price by the Quantity).
- **i.** Apply the Currency format to the Totals data.
- **j.** Save your work.

2. Use fonts and font sizes.
- **a.** Select the range of cells containing the column titles.
- **b.** Change the font of the column titles to Times New Roman.
- **c.** Increase the font size of the column titles and the title in cell A1 to 14-point.
- **d.** Resize the columns as necessary.
- **e.** Select the range of values in the Average Price column.
- **f.** Format the range using the Currency Style button.
- **g.** Save your changes.

3. Change attributes and alignment.
- **a.** Select the worksheet title **MediaLoft Great Britain**, then use the Bold button to boldface it.
- **b.** Use the Merge and Center button to center the title and the Quarterly Sales Projection labels over columns A through D.

   c. Select the label **Quarterly Sales Projection**, then apply underlining to the label.
   d. Select the range of cells containing the column titles, then center them.
   e. Return the underlined, merged and centered Quarterly Sales Projection label to its original alignment.
   f. Move the Quarterly Sales Projection label to cell D2 and change the alignment to Align Right.
   g. Save your changes, then preview and print the workbook.

4. **Adjust column widths.**
   a Use the Format menu to change the size of the Average Price column to **25**.
   b. Use the AutoFit feature to resize the Average Price column.
   c. Use the Format menu to resize the Department column to **18** and the Sold column to **11**.
   d. Change the text in cell C3 to **Sold**, use AutoFit to resize the column, then change the column size to 11.
   e. Save your changes.

5. **Insert and delete rows and columns.**
   a. Insert a new row between rows 4 and 5.
   b. Add MediaLoft Great Britain's newest department—**Children's Corner**—in the newly inserted row. Enter **35** for the average price and **1225** for the number sold.
   c. Add the following comment to cell A5: **New department**.
   d. Add a formula in cell D5 that multiplies the Average Price column by the Sold column.
   e. Add a new column between the Department and Average Price columns with the title **Location**.
   f. Delete the History row.
   g. Edit the comment so it reads "New department. Needs promotion."
   h. Save your changes.

6. **Apply colors, patterns, and borders.**
   a. Add an outside border around the Average Price and Sold data.
   b. Apply a light green background color to the labels in the Department column.
   c. Apply a gold background to the column labels in cells **B3:E3**.
   d. Change the color of the font in the column labels in cells B3:E3 to blue.
   e. Add a 12.5% Gray pattern fill to the title in Row 1. (*Hint*: Use the Patterns tab in the Format Cells dialog box to locate the 12.5% Gray pattern.)
   f. Enter your name in cell A20, then save your work.
   g. Preview and print the worksheet, then close the workbook.

7. **Use conditional formatting.**
   a. Open the Project File EX C-2 from the drive and folder where your Project Files are stored, then save it as **Monthly Operating Expenses**.
   b. Create conditional formatting that changes the monthly data entry to blue if a value is **greater than 2500**, and changes it to red if **less than 700**.
   c. Create a third conditional format that changes the monthly data to green if a value is **between 1000 and 2000**.
   d. Use the Bold button and Center button to format the column headings and row titles.
   e. Make Column A wide enough to accommodate the contents of cells **A4:A9**.
   f. AutoFit the remaining columns.
   g. Use Merge and Center in Row 1 to center the title over columns A–E.
   h. Format the title in cell A1 using 14-point Times New Roman text. Fill the cell with a color and pattern of your choice.
   i. Delete the third conditional format.
   j. Enter your name in cell A20, then apply a green background to it and make the text color yellow.
   k. Use the Edit menu to clear the cell formats from the cell with your name, then save your changes.

8. **Check spelling.**
   a. Check the spelling in the worksheet using the spell checker, correcting any spelling errors.
   b. Save your changes, then preview and print the workbook.
   c. Close the workbook, then exit Excel.

► Independent Challenge 1

Beautiful You, a small beauty salon, has been using Excel for several months. Now that the salon's accounting records are in Excel, the manager would like you to work on the inventory. Although more items will be added later, the worksheet has enough items for you to begin your modifications.

a. Start Excel, open the Project File EX C-3 from the drive and folder where your Project Files are stored, then save it as **BY Inventory**.

b. Create a formula that calculates the value of the inventory on hand for each item.

c. Use an absolute reference to calculate the sale price of each item, using the markup percentage shown.

d. Add the bold attribute to the column headings.

e. Make sure all columns are wide enough to display the data and headings.

f. Add a row under #2 Curlers for **Nail Files**, price paid **$0.25**, sold **individually (each)**, with **59** on hand.

g. Verify that all the formulas in the worksheet are correct. Adjust any items as needed, check the spelling, then save your work.

h. Use conditional formatting to call attention to items with a quantity of 25 or fewer on hand. Use boldfaced red text.

i. Add an outside border around the data in the Item column.

j. Delete the row with #3 Curlers.

k. Enter your name in an empty cell, then save the file.

l. Preview and print the worksheet, close the workbook, then exit Excel.

► Independent Challenge 2

You volunteer several hours each week with the Community Action Center. You would like to examine the membership list, and decide to use formatting to make the existing data look more professional and easier to read.

a. Start Excel, open the Project File EX C-4 from the drive and folder where your Project Files are stored, then save it as **Community Action**.

b. Remove any blank columns.

c. Format the Annual Revenue figures using the Currency format.

d. Make all columns wide enough to fit their data and headings.

e. Use formatting enhancements, such as fonts, font sizes, and text attributes to make the worksheet more attractive.

f. Center-align the column labels.

g. Use conditional formatting so that Number of Employees data greater than 50 employees appears in a contrasting color.

h. Before printing, preview the file so you know what the worksheet will look like. Adjust any items as necessary, check spelling, enter your name in an empty cell, save your work, then print a copy.

i. Close the workbook then exit Excel.

▶ Independent Challenge 3

Classic Instruments is a Miami-based company that manufactures high-quality pens and markers. As the finance manager, one of your responsibilities is to analyze the monthly reports from your five district sales offices. Your boss, Joanne Bennington, has just asked you to prepare a quarterly sales report for an upcoming meeting. Because several top executives will be attending this meeting, Joanne reminds you that the report must look professional. In particular, she asks you to emphasize the company's surge in profits during the last month and to highlight the fact that the Northeastern district continues to outpace the other districts.

a. Plan a worksheet that shows the company's sales during the first quarter. Assume that all pens are the same price. Make sure you include:
   - The number of pens sold (units sold) and the associated revenues (total sales) for each of the five district sales offices. The five sales districts include: Northeastern, Midwestern, Southeastern, Southern, and Western
   - Calculations that show month-by-month totals and a three-month cumulative total
   - Calculations that show each district's share of sales (percent of Total Sales)
   - Formatting enhancements to emphasize the recent month's sales surge and the Northeastern district's sales leadership

b. Ask yourself the following questions about the organization and formatting of the worksheet: How will you calculate the totals? What formulas can you copy to save time and keystrokes? Do any of these formulas need to use an absolute reference? How will you show dollar amounts? What information should be shown in bold? Do you need to use more than one font? Should you use more than one point size?

c. Start Excel, then build the worksheet with your own price and sales data. Enter the titles and labels first, then enter the numbers and formulas. You can use the form in Table C-7 to get started.

d. Save the workbook as **Classic Instruments** in the drive and folder where your Project Files are stored.

e. Adjust the column widths as necessary.

f. Change the height of row 1 to 30 points.

g. Format labels and values, and change the attributes and alignment.

h. Use the AutoFormat feature to add color and formatting to the data.

i. Resize columns and adjust the formatting as necessary.

j. Add a column that calculates a 22% increase in sales dollars. Use an absolute cell reference in this calculation.

k. Create a new column named Increased Sales that adds the projected increase to the Total Sales. (*Hint*: Make sure the current formatting is applied to the new information.)

l. Insert a ClipArt image in an appropriate location, adjusting its size and position as necessary.

m. Enter your name in an empty cell.

n. Check the spelling, then save your work.

o. Preview, then print the file in landscape orientation.

p. Close the file then exit Excel.

TABLE C-7

Classic Instruments										
1st Quarter Sales Report										
		January		February		March		Total		
Office	Price	Units Sold	Sales	Units Sold	Sales	Units Sold	Sales	Units Sold	Sales	
Northeastern										
Midwestern										
Southeastern										
Southern										
Western										

Independent Challenge 4

After saving for many years, you now have enough funds to take that international trip you have always dreamed about. Your well-traveled friends have told you that you should always have the local equivalent of $100 U.S. dollars in cash with you when you enter a country. You decide to use the Web to determine how much money you will need in each country.

a. Start Excel, open a new workbook, then save it as **Currency Conversions** in the drive and folder where your Project Files are stored.

b. Enter column and row labels using the following table to get started.

Currency Equivalents

$100 in US dollars

Country	$1 Equivalent	$100 US	Name of Units
Australia			
Canada			
France			
Germany			
Sweden			
United Kingdom			

c. Go to the Alta Vista search engine at www.altavista.com and locate information on currency conversions. (*Hint*: One possible site where you can determine currency equivalents is www.oanda.com/. Use the Quick Converter.)

d. Find out how much cash is equivalent to **$1** in U.S. dollars for the following countries: **Australia**, **Canada**, **France**, **Germany**, **Sweden**, and the **United Kingdom**. Also enter the name of the currency used in each country.

e. Create an equation that calculates the equivalent of **$100** in U.S. dollars for each country in the list, using an absolute value in the formula.

f. Format the entries in columns B and C using the correct currency unit for each country, with two decimal places. (*Hint*: Use the Numbers tab in the Format cells dialog box; choose the appropriate currency format from the Symbol list, using 2 decimal places. For example, use the **F (French) Standard** format for the France row, and so forth.)

g. Create a conditional format that changes the font attributes of the calculated amount in the "$100 US" column to bold and red if the amount is equals or exceeds **500 units** of the local currency.

h. Merge and center the title over the column headings.

i. Add a background color to the title.

j. Apply the AutoFormat of your choice to the conversion table.

k. Enter your name in an empty worksheet cell.

l. Spell check, save, preview, then print the worksheet.

m. If you have access to an e-mail account, e-mail your workbook to your instructor as an attachment.

n. Close the workbook and exit Excel.

▶ Visual Workshop

Create the worksheet shown in Figure C-24, using skills you learned in this unit. Open the Project File EX C-5 from the drive and folder where your Project Files are stored, then save it as **Projected March Advertising Invoices**. Create a conditional format in the Cost ea. column so that entries greater than 60 appear in red. (*Hint*: The only additional font used in this exercise is Times New Roman. It is 22 points in row 1, and 16 points in row 3.) Spell check the worksheet, then save and print your work.

FIGURE C-24

	Type	Inv Date	Placed with	Cost ea.	Quantity	Ext. Cost
	Projected March Advertising Invoices					
4	Newspaper	01-Mar-03	Village Reader	65.11	5	$ 325.55
5	Radio spot	07-Mar-03	WHAT	11.00	15	$ 165.00
6	Subway	20-Mar-03	Advertising Concepts	35.00	30	$ 1,050.00
7	Yellow Pages	01-Mar-03	NYNEX	152.94	4	$ 611.76
8	Blow-in cards	13-Mar-03	Advertising Concepts	0.17	230	$ 39.56
9	Magazine	07-Mar-03	Young Upstart	100.92	12	$ 1,211.04
10	Pens	05-Mar-03	Mass Appeal, Inc.	0.12	250	$ 30.75
11	Radio spot	15-Mar-03	WHAT	11.00	15	$ 165.00
12	Billboard	12-Mar-03	Advertising Concepts	101.87	20	$ 2,037.40
13	Billboard	28-Mar-03	Advertising Concepts	101.87	20	$ 2,037.40
15	Total			580.01	601	$ 7,673.46